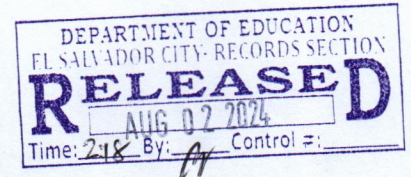




Republic of the Philippines
Department of Education

REGION X - NORTHERN MINDANAO
SCHOOLS DIVISION OF EL SALVADOR CITY



Office of the Schools Division Superintendent

August 2, 2024

DIVISION MEMORANDUM

No. 297, s. 2024

FY 2025 BUDGET EXECUTION DOCUMENTS WORKSHOP AND COORDINATION MEETING OF FINANCE AND PROCUREMENT STRAND

To: **All Public Elementary School Heads
All Public Secondary School Heads
SDO Finance Personnel (Accounting and Budget)
School-Based Non-Teaching Personnel (ADAS III, ADAS II, AO II and PDO I)
This Division**

1. This Office will conduct the FY 2025 Budget Execution Documents (BEDs) Workshop and Coordination Meeting of Finance and Procurement Strand on August 19 – 23, 2024 at New Dawn Hotel Plus, Don Apolinar Velez St, Cagayan de Oro City.
2. The expected participants of the said activity are the SDO Finance Personnel (Accounting and Budget) and School-Based Non-Teaching Personnel (ADAS III, ADAS II, AO II and PDO I). The identified participants shall secure their laptops, extension cords and wifi connection.
3. All school heads are directed to prepare a draft of their FY 2025 Budget Execution Documents to ensure timely submission of the Final BEDs.
4. Schools are urged to undergo review and evaluation of School Improvement Plan (SIP) and Annual Implementation (AIP) and adjust accordingly to respond to the circumstances and eventualities in the areas where the school operate.
5. All schools shall strictly comply with the submission of the Budget Execution Documents on time. The deadline for submission is on August 23, 2024 at 5:00 o'clock in the afternoon. List below are the required Budget

OSDS/SPS



Address: Zone 3, Poblacion, El Salvador City
Telephone No: (088) 855-0113
Website: www.depedelsalvadorcity.net
Email Address: elsalvador.city@deped.gov.ph

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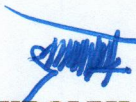
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Execution Documents:

- a. Annual Procurement Plan-Non CSE;
- b. Project Procurement Management Plan (PPMP);
- c. School Operating Budget; and
- d. Technical Specifications.

Printing of the final copy will be advised after checking and review.

6. The participants' board, lodging and travelling expenses will be shouldered by the Division Office MOOE and School MOOE subject to usual budgeting, accounting and auditing rules and regulations. This memorandum shall also serve as **Authority to Travel**.
7. The participants shall be at the venue on August 19, 2024 (Monday). Hotel check-in will be available from 2:00 pm onwards. The first meal to be served at the venue is breakfast and the last meal (afternoon snacks) will be served on August 23, 2024 (Friday). The opening program will be on August 19, 2024 at 8:00 am and check-out will be on August 23, 2024 at 12:00 noon.
8. Attached is the School Assignment of the participants for reference.
9. This activity shall adhere to the Equal Opportunity Principle (EOP) wherein there is no discrimination on the account of age, gender, identity, sexual orientation, civil status, disability, religion, ethnicity, or political affiliation.
10. For information, guidance, and strict compliance.


RANDOLPH B. TORTOLA
Schools Division Superintendent

To be indicated in the Perpetual Index
under the following subjects:

WORKSHOP-BEDs FY 2025

OSDS/SPS



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ELEMENTARY SCHOOLS

REGION	DIVISION	SCHOOL ID	SCHOOL NAME	2025 MOOE	ASSIGNED AO II / ADAS III / ADAS II / ADAS I
Region X	Division of El Salvador	127667	Amoros ES	987,000.00	ALSAMEL JANE P. DE LEON
Region X	Division of El Salvador	137220	Badiangon IS	502,000.00	CARLOS D. ACERO, JR.
Region X	Division of El Salvador	127668	Bolisong ES	690,000.00	ROTHELLEE L. SABURNIDO
Region X	Division of El Salvador	127670	Cogon ES	904,000.00	QUENNIE L. ARRIESGADO
Region X	Division of El Salvador	127671	El Salvador City CS	1,921,000.00	NISHI M. ABRATIGUIN
Region X	Division of El Salvador	127672	Himaya ES	772,000.00	EVERLYN M. CAÑETE
Region X	Division of El Salvador	127673	Hinigdaan ES	745,000.00	MARJORIE T. RAS
Region X	Division of El Salvador	127674	Kalabaylabay IS (ES)	656,000.00	KEMBERLY D. OCO
Region X	Division of El Salvador	127675	Kibonbon ES	668,000.00	MERAFE O. CLARABAL
Region X	Division of El Salvador	127676	Molugan Central School	1,651,000.00	CHARMAIGNE IRISH L. APDIAN
Region X	Division of El Salvador	127677	Pedro Sa. Baculio ES (Bolobolo)	857,000.00	RODRIGO N. VALMORIA, JR.
Region X	Division of El Salvador	127678	Sambulawan Elementary School	680,000.00	DEXTER A. CARANGCARANG
Region X	Division of El Salvador	127669	San Francisco de Asis ES (Calongonan ES)	676,000.00	LOVELY JOY CATANE
Region X	Division of El Salvador	127679	Sinaloc Elementary School	931,000.00	RUBY FLOR M. SINCO
Region X	Division of El Salvador	127680	Taytay ES	980,000.00	EULITA M. CASTILLO
Region X	Division of El Salvador	127681	Ulaliman ES	725,000.00	EDJIE P. DAGOPIOSO
TOTAL				14,345,000.00	

JUNIOR HIGH SCHOOLS

REGION	DIVISION	ORG. CODE	SCHOOL NAME	2025 MOOE	ASSIGNED AO II / ADAS III / ADAS II / ADAS I
REGION X	Division of El Salvador	0910222	Cogon National High School	1,617,000.00	ROSA MARIA M. REBUSTO
REGION X	Division of El Salvador	0910376	El Salvador City National High School	1,318,000.00	CLARK AIRON G. UNSON
REGION X	Division of El Salvador	0910375	Himaya National High School	697,000.00	NICK C. RATUNIL
REGION X	Division of El Salvador	0910342	Hinigdaan National High School	876,000.00	JENICE MAE L. MALACO
Region X	Division of El Salvador	127674	Kalabaylabay IS (JHS - 7 to 10)	511,000.00	LEAH MAE C. AKUT
REGION X	Division of El Salvador	0910223	Molugan National High School	3,059,000.00	LEABETH P. SALVA
REGION X	Division of El Salvador	0910532	Sambulawan National High School	611,000.00	HONEY LUZ S. NACUA
REGION X	Division of El Salvador	0910378	San Francisco de Asis National High School	629,000.00	DIANNE L. SUGUILON
REGION X	Division of El Salvador	0910377	Sinaloc National High School	787,000.00	CHERRY LOU D. ASEQUIA
TOTAL				10,105,000.00	

SENIOR HIGH SCHOOLS

REGION	DIVISION	ORG. CODE	SCHOOL NAME	2025 MOOE	ASSIGNED AO II / ADAS III / ADAS II / ADAS I
REGION X	Division of El Salvador	0910222	Cogon National High School	1,052,000.00	FRITZIE LYNNE B. GEQUINTO
REGION X	Division of El Salvador	0910376	El Salvador City National High School	441,000.00	MARY ROSE P. CORTEZ
REGION X	Division of El Salvador	0910375	Himaya National High School	174,000.00	THERESE CHARMAINE Y. ESTAÑO
REGION X	Division of El Salvador	0910342	Hinigdaan National High School	393,000.00	ARIEL S. PADIGOS
REGION X	Division of El Salvador	0910223	Molugan National High School	1,344,000.00	MARILOU B. PAGLINAWAN
REGION X	Division of El Salvador	0910532	Sambulawan National High School	239,000.00	HONEY LUZ S. NACUA
REGION X	Division of El Salvador	0910378	San Francisco de Asis National High School	244,000.00	DIANNE L. SUGUILON
REGION X	Division of El Salvador	0910377	Sinaloc National High School	162,000.00	SHEILA MAE B. ACERO
TOTAL				4,049,000.00	